



State of Nevada
Commission on Ethics

<http://ethics.nv.gov>

Patricia D. Cafferata, Esq.
Executive Director

Unclassified Position Announcement

Executive Assistant

The Nevada Commission on Ethics is seeking qualified applicants for the position of Executive Assistant. This is an unclassified full-time position within Nevada state government based in Carson City. The position reports to the Commission's Executive Director.

The position performs the following duties: Track agency expenditures and prepare periodic reports comparing budgeted v. actual expenditures; track and code accounts payable; process accounts receivable; act as records manager for the agency; respond to public information requests; arrange agency travel for staff and commissioners; coordinate meeting and hearing details; prepare and post meeting agendas, notices and minutes in accordance with appropriate laws and regulations; compile and maintain agency reports as necessary; and any other duties as assigned, including administrative support and reception.

Recruitment open to: All qualified candidates. Résumés will be accepted until further notice.

Minimum Qualifications: Graduation from high school or equivalent education and five years of progressively responsible administrative support experience which included overseeing administrative office activities, maintaining complex records, and coordinating administrative communication including written and oral information to various managers and work groups; **OR** one year of experience as an Administrative Assistant IV in Nevada State service which included administrative support duties as described above; **OR** an equivalent combination of education and experience.

Special Notes and Requirements: Working knowledge of operation of personal computers including word processing, spreadsheet, database management and associated business applications; operation of office equipment such as copiers, calculators, facsimile machines, printers, and other equipment.

Compensation: Up to \$54,101 annually. Salary range reflects retirement contributions by both the employee and employer. An employer-paid contribution plan is also available with a reduced gross salary.

Interested parties should submit a résumé to:

Patricia D. Cafferata, Esq.
Nevada Commission on Ethics
3476 Executive Pointe Way, Suite 10
Carson City, Nevada 89706
(775) 687-5469
E-mail: pdcafferata@ethics.nv.gov